

**Chapter 4 Documents**

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**KCHG****Contract Change Order Table**

ENTER FUNCTION: ..... TRANS: KCHG		DATE :
CONTRACT CHANGE TABLE		TIME :
KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER		TERM :
CONTRACT NUMBER..... :	..... :	
CONTRACT STATUS..... :	:	
AMENDMENT NUMBER.... :	..	
STATUS CODE..... :	... :	
STATUS CHANGE DATE. :		
CHANGE TYPE CODE... :	... :	
WHIM..... :	.	
DATE PRINTED..... :		
USERID LAST CHANGE. :		
DATE LAST CHANGED.. :		

**Purpose**

The purpose of the Contract Change Order Table is to provide the user with the capability to add, change, delete or inquire contract change records. Access to the records is granted only to those users that have security access.

**Screen****Characteristics**

Add, Change, Delete and Inquire KCHG Table.

**Procedure****Cross-Reference**

Chapter 2 Contract Processing;

- 1.1 Add Contract Change Header Record
- 1.2 Change Contract Change Header Record
- 1.3 Delete Contract Change Header Record
- 1.4 Inquire Contract Change Header Record
- 6.1 Printing Contract Change

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required for add. Must be a valid entry in the KONT Table.
Contract Title	2x40	Protected. Inferred. Title of the contract as provided from the KONT Table.
Contract Status	3	Protected. Reflects the status of the contract to which the change is being made.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Amendment Number	2	Unprotected. Key. Required for add. Assigned by the user in a sequential manner to assist in tracking.
Status Code	3	Unprotected. May be input by the user or will default to '500' on an add.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Status Change Date	8	Protected. Date the status was last changed.
Change Type Code	3	Unprotected. Required for add. Must be valid entry in BTAB Table TK (Change Type Codes).
Change Type Title	30	Protected. An interpretation of the change type code from BTAB Table TK (Change Type Codes).
Whim	1	Unprotected. Optional entry. Used to indicate if this record may require an approval not covered by any prior approval.
Date Printed	8	Protected. Date the contract was printed as provided from KONT table.
Userid Last Change	4	Protected. The user ID of the person making the last change to this record.
Date Last Changed	8	Protected. The date this record was changed.

**KCTX****Contract Change Order Text**

ENTER FUNCTION: ..... TRANS: KCTX

AMENDMENT TEXT TABLE  
KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER

DATE:  
TIME:  
TERM:

CONTRACT NUMBER.....: ..... :  
AMENDMENT NUMBER...: ..  
AMENDMENT STATUS...: :  
TEXT ACTION.....: . LINE NUMBER: .... LINE TOTAL:

-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

**Purpose**

The purpose of the Contract Change Order Text table is to provide the user with the capability to document text that is pertinent to a particular contract change.

**Screen****Characteristics**

Add, Change, Delete/Insert and Inquire KCTX Table.

**Procedure****Cross-Reference**

Chapter 2 Contract Processing;

- 2.1 Add Contract Change Order Text
- 2.2 Change Contract Change Order Text
- 2.3 Delete/Insert Contract Change Order Text
- 2.4 Inquire Contract Change Order Text

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Unprotected. Key. Required for obtaining record. Specifies the contract number for which text will be generated or viewed.
Contract Title	40	Protected. The inferred first line of the contract title from the KONT database.
Change Order Number	2	Unprotected. Key. Required for obtaining record. Specifies the change order number for which text will be generated or viewed.
Change Order Status	3	Protected. The status code of the change order number.
Change Order Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:  T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file. Maintained by the system.
Text Line	9x70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

### KCT2

### THIS SCREEN NO LONGER AVAILABLE

ENTER FUNCTION: . . . . . TRANS: KCT2		DATE:
AMENDMENT TEXT TABLE #2		TIME:
KEY IS CONTRACT NUMBER AND AMENDMENT NUMBER		TERM:
CONTRACT NUMBER. . . . : . . . . . :		
AMENDMENT NUMBER. . . : ..		
AMENDMENT STATUS. . . : :		
SCROLL ACTION. . . . .	LINE NUMBER:	LINE TOTAL:
ACT	-----1-----2-----3-----4-----5-----6-----7	
..		
..		
..		
..		
..		
..		
..		
..		
..		

### Purpose

The purpose of the Contract Change Order Text Table #2 is to provide the user with the ability to insert or delete lines of text from the Contract Change Order Text Table #1 (KCTX). Access to this table can only be achieved by leafing from KCTX. When appropriate action has been indicated, the system will automatically return to KCTX upon depressing enter key to process the indicated action.

### Screen

#### Characteristics

Delete/Insert KCTX Table.

### Procedure

#### Cross-Reference

Chapter 2 Contract Processing,  
2.3 Delete/Insert Contract Change Order Text.

**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Contract Number	10	Protected. Key. Specifies the contract number for which text will be changed.
Contract Title	40	Protected. The title of the contract as provided from the KONT database.
Change Order Number	2	Protected. Key. Specifies the change order number for which text will be changed.
Change Order Status	3	Protected. The status code of the change order.
Change Order Status Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Scroll Action	1	Protected. The scroll action code carried forward from the KCTX screen.
Line Number	4	Protected. The line number field carried forward from the KCTX screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Action Code	9x2	Unprotected. 'I' indicates insert action which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Change Order Text	9x70	Protected. A display of text carried forward from the KCTX screen. Any change action will cause the screen to return to KCTX with the appropriate action taken.

## CONTRACT CHANGE PROCESSING

## DOCUMENTS

KSTC: Contract Change By Status Code And Change Number

### KSTC

### Contract Change By Status Code And Change Number

ENTER FUNCTION ..... TRANS: KSTC

CONTRACTS CHANGE ORDER BY STATUS CODE TABLE  
KEY IS STATUS CODE, CONTRACT NUMBER, AND CONTRACT CHANGE  
ORDER NUMBER  
STATUS CODE.....: ... :

DATE:  
TIME:  
TERM:

CONTRACT NUMBER	CHG NBR	TITLE	PUR AGENCY	BUYER CODE	CHANGE DATE
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				
.....	..				

#### Purpose

The purpose of the Contract Change by Status Code and Change Number Table is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the purchasing agency and the buyers code. Should further detail be required, the user can leaf to the desired KCHG record if he has the correct security access.

#### Screen

##### Characteristics

Inquire KCHG Table.

#### Procedure

##### Cross-Reference

Chapter 2 Contract Processing,

7.1 Inquiry Process.



**Field Completion**

<u>Field</u>	<u>Size</u>	<u>Description</u>
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank the system will start with the smallest status code in the database. If input the system will return with the list starting at the status code specified.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table SK (Status Code - Contract).
Contract Number	13x10	Unprotected. Key. If left blank the system will start with the first contract number for the status code indicated. If input the system will return with the list starting at the contract number indicated.
Chg Nbr	13x2	Unprotected. Key. If left blank the system will start with the first change number for the contract indicated. If input the system will return with the list starting at the change number indicated.
Title	13x40	Protected. This is the title for the contract indicated and is taken from the contract database.
Pur(chasing) Agency	13x6	Protected. This is the purchasing agency as shown on the contract specified.
Buyer Code	13x3	Protected. This is the buyer code as shown on the contract specified.
Change Date	13x8	Protected. The effective date of the change for the contract specified.